First Church of God (Greenville, MI)
Building Use Form

All building use, including: Kid's Kingdom parties, youth parties, small groups, Bible studies, board and committee meetings and meetings by non-church groups must be cleared through the Building Use Coordinators and put on the master calendar with a contact name and phone number. It will be this contact's responsibility to see that all areas used by the group are left in good condition or better than found. Chairs and tables are to be returned to where they came from. Building and Equipment Use Forms may be obtained through the Building Use Coordinator or via the church website.

**It is the responsibility of the contact to see that adequate supervision of children is provided. Two adults must be present for any meeting where children or youth are present. **

Office

Personal use of church office equipment is discouraged.
Equipment should only be used for church-related activities.

General Regulations

1. Use of the sound system must be done by a trained individual and arranged through the Tech Team or Worship Committee.
2. The sanctuary platform and instruments should only be used when participating in a service or practicing for a service. Permission to use the instruments should be obtained from the Pastor or the Worship Committee.
3. For Weddings, the nursery may not be used as a dressing room.
4. Rough playing such as running, playing tag, throwing balls, etc cannot be permitted inside the building unless it is an organized activity supervised by an adult teacher.
5. Alcoholic beverages and smoking are not permitted inside or on church property.
6. No red or grape punch is allowed.
7. Decorating the church facilities using cellophane adhesives, nails, screws, staples, putty, etc., in walls or woodwork, is prohibited.
8. All food and drinks should be restricted to the Fellowship Hall and Lobby unless otherwise approved.
9. No rice, glitter, or confetti, etc. inside the church building. Only birdseed may be thrown OUTSIDE the entrances only, not in the Sanctuary, Lobby or Fellowship Hall, or foyers leading to any entrance to the church.
10. Remove all decorations and equipment brought in for the function before the expiration of your rental term and replace anything that was removed for your event.
11. Garbage must be bagged and placed in dumpster.
12. In the event of weddings, the renter may have access to the church for decorating and rehearsal the day before if there are no other events scheduled. Following the ceremony, the party has two hours to make sure they have removed all personal items and cleaned the church. If the renter agrees to use the church's cleaning service, they will not be held responsible to have the church cleaned immediately, only remove any items they brought.

Greenville First Church of God
Building Use Fee Schedule

Deposit for All Events: $200.00 (members and non-members; to be paid when contract is signed)
Custodial Services: $50.00 (members may waive this fee *if* they agree to clean themselves)
Sound System and Sound Tech: $40.00
Pastor Honorarium for Weddings: $100.00 (arrange with pastor)
Instrumentalist: $50.00 (arrange with Worship Committee)

Space Rental Fees:
Sanctuary: $30.00 (waived for members)
Sanctuary and Fellowship Hall: $60.00 (waived for members)

Member is defined as a person who is currently and consistently attending First Church of God, Greenville, MI. "Member fees" will also be given to the children of attending members. Any extended family member will be assigned "non-member" fees.

BUILDING AND EQUIPMENT USE REQUEST FORM

(This form must be submitted and approved at least 30 days prior to the date of use.)

Date of event: _____ Day of week: _____

Areas to be Used:
_____ Fellowship Hall
_____ Sanctuary
_____ Kitchen
_____ Classrooms
_____ Lobby

Equipment to be Used:
_____ Chairs
_____ Tables (15 -- 8' long)
_____ Sound System and Sound Tech
_____ Piano

Arrival Time: _____ Departure Time: _____ Actual time of event: _____ to _____
Contact name/Name of Organization:_____
Type of event: _____ Contact phone #: _____

Rental Agreement

I, as the contact adult, agree to be responsible for rental and fees on behalf of the event indicated above. In addition, I and my group shall assume all liabilities for damage which may occur in, on, or about First Church of God property during the above named building use. I understand that any amount may be deducted from the amount of the $200.00 deposit and I will be responsible for any amounts above and beyond $200.00.

_____ _____ _____
Printed Name of Contact Contact Signature Date

_____
Address City State Zip

_____
First Church of God Building Use Coordinator

OFFICE USE ONLY
CC: Pastor
Building Use Coordinator
$_____ Total Fees Due
_____ Security Deposit Received - Check #_____
_____ Balance of fees paid in full (30 days prior to event)

_____ _____
BUC Approval after Inspection Date

_____Deposit Returned - Date_____

First Church of God
101 S. Franklin St.
Greenville, MI 48838
Phone: 616-754-3187